

ILLEGIB

Approved For Release 2001/06/09 : CIA-RDP78-04718A001300020022-3

Approved For Release 2001/06/09 : CIA-RDP78-04718A001300020022-3

~~SECRET~~
Security Information

25X1A

PERSONNEL
October 1953

25X1A

- b. Separations will be effected in a uniform and equitable manner with due regard for the needs of the Agency, the welfare of individual employees, and the requirements of law and regulations. Employees will be informed of the reasons for all actions taken to separate them. Those who have completed their trial period will not be separated for unsatisfactory performance unless there is a prior notice informing the person concerned in what respect his services are unsatisfactory and he has been given a reasonable opportunity to improve or to correct objectionable traits or performance.
- c. An employee will not be requested or advised to submit a resignation in lieu of another more appropriate action. He will, however, be advised of his right to resign prior to the completion of another type of separation and, if he chooses to resign, his resignation will be accepted. The Agency will not refuse the resignation of an employee nor will it take any action to compel him to remain in the service beyond the date he has specified.

3. AUTHORITIES AND RESPONSIBILITIES

Authorities and responsibilities in connection with the various types of separation actions are stated in the appropriate Regulation governing each type.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

DISTRIBUTION: AB